



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
YOUR UNIT HEADER
CITY, STATE ZIP

AAAA-AA-AAA

#MMM YYYY

MEMORANDUM FOR RECORD

SUBJECT: Request Permission for Airborne Training Outside Parent Unit

1. PURPOSE. To gain permission for competitors from UNIT to participate in Airborne Operations during the ##### Best Ranger Competition.
2. The following individuals have Hazardous Duty Orders, are on Airborne Status, and have permission to participate in Airborne Operations outside of the UNIT, during the ##### Best Ranger Competition, ##-## Month, Year, with the Airborne and Ranger Training Brigade.

SFC SNUFFY, JOE
1SG DYLAN, BOB.
CPT SMITH, SHAWN.
SSG JOHNSON, JOHN

XXX-XX-XXXX
XXX-XX-XXXX
XXX-XX-XXXX
XXX-XX-XXXX

3. Point of contact for this memorandum is CPT FIRST LAST @ (###) ###-#### or FIRST.LAST.MIL@MAIL.MIL

Jeffery Smith
COL, IN
Commanding